CANON

MultiPASS L60

EASY

GUIDE

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I. TO REGISTER SENDER IDENTIFICATION

INPUT YOUR FAX NUMBER AND COMPANY NAME

1. Press **FUNCTION**

2. Press > (button No. 12) until display shows "**USER START/COPYTINGS**"

3. Press **START/COPY**

4. Press > to display "**UNIT TELEPHONE #**"

6. Press **START/COPY**

7. Enter your fax number

8. Press **START/COPY** to display "**UNIT NAME**"

9. Press **START/COPY**

10. Enter your company or personal name
    Register the name by pressing the buttons on the numeric keypad

CODE NUMBERS FOR ALPHABETS AND SYMBOLS

NUMERIC KEY	ALPHABETS	NUMERIC KEY	ALPHABETS
2	A,B,C	6	M,N,O
3	D,E,F	7	P,Q,R,S
4	G,H,I	8	T,U,V
5	J,K,L	9	W,X,Y,Z
#	symbols		

Press **>** to enter next alphabet
Press **SPACE** to enter a space
Press ***** to enter a digit

11. Press **START/COPY**

12. To end, press **STOP**

II SENDING A DOCUMENT

A. DIRECT SENDING (possible only if there is a phone set attached)

1. Place documents face down on the fax

2. Pick up the telephone handset

3. Dial the fax number on the telephone 10-key pad

4. Press **START/COPY**

N.B. The fax machine will not reflect the fax number dialed in the activity report.

B. MEMORY SENDING

1. Place documents face down on the fax

2. Enter fax number

3. Press **START/COPY**

4. Take note of " TX / RX " number

C. ONE-TOUCH / CODED DIAL SENDING

1. Place documents face down on the fax

2. Press the appropriate one-touch key OR
   Press **CODED DIAL** and a two-digit code

3. Take note of " TX / RX " number

TO STOP SENDING

A. During a direct sending, press **STOP**

B./C. During a memory sending, press **STOP**
then ***** to confirm

III TO STORE FAX NUMBERS

A. ONE-TOUCH SPEED DIAL (*01-KEY* TO *16-KEY*)

1. Press **FUNCTION**

2. Press > to display "**TEL REGISTRATION**"

3. Press **START/COPY** twice

4. Press > (if necessary) until an empty space appears

5. Press **START/COPY** twice

6. Enter fax number

7. Press **START/COPY** twice

8. Enter name
   Register the name by pressing the buttons on the numeric keypad

CODE NUMBERS FOR ALPHABETS AND SYMBOLS

NUMERIC KEY	ALPHABETS	NUMERIC KEY	ALPHABETS
2	A,B,C	6	M,N,O
3	D,E,F	7	P,Q,R,S
4	G,H,I	8	T,U,V
5	J,K,L	9	W,X,Y,Z
#	symbols		

Press **>** to enter next alphabet
Press **SPACE** to enter a space
Press ***** to enter a digit

9. Press **START/COPY**

10. To continue, repeat steps **No. 4** to **No. 9**

11. To end, press **STOP**

B. CODED SPEED DIAL (*00 TO *99)

1. Press **FUNCTION**
2. Press > to display "**TEL REGISTRATION**"
3. Press **START/COPY**
4. Press > to display "**CODED SPEED DIAL**"
5. Press **START/COPY**
6. Press > (if necessary) until an empty space appears
7. Press **START/COPY** twice
8. Enter fax number
9. Press **START/COPY** twice
10. Enter name (refer to ***A.8.*** on III : TO STORE FAX NUMBERS)
11. Press **START/COPY**
12. To continue, repeat steps **No. 6** to **No. 11**
13. To end, press **STOP**

C. TO PROGRAM GROUP DIAL

1. Press **FUNCTION**
2. Press > to display "**TEL REGISTRATION**"
3. Press **START/COPY**
4. Press > to display "**GROUP DIAL**"
5. Press **START/COPY**
6. Press > (if necessary) until an empty space appears
7. Press **START/COPY** twice
8. Press **FUNCTION**
9. Press desired one-touch keys & / or the coded speed dial numbers
10. Press **START/COPY** twice
11. Enter name for the above group dialer (refer to ***A.8.*** on III : TO STORE FAX NUMBERS)
12. Press **START/COPY**
13. To continue, repeat steps **No. 6** to **No. 12**
14. To end, press **STOP**

IV TO ERASE A SPEED DIAL

TO CANCEL A NUMBER IN THE ONE-TOUCH SPEED DIAL

1. Follow steps **A.1.** to **A.3.** (Refer to III : TO STORE FAX NUMBERS : ONE-TOUCH SPEED DIAL)
2. Use > to select the number to be deleted
3. Press **START/COPY** twice
4. Press < until the number is deleted
5. Press **START/COPY**
6. Press **STOP**

TO CANCEL A NUMBER IN THE CODED SPEED DIAL

1. Follow steps **B.1.** to **B.5.** (Refer to III : TO STORE FAX NUMBERS : CODED SPEED DIAL)
2. Press **CODED DIAL** followed by the relevant 2-digit code
3. Press **START/COPY** twice
4. Press < until the number is deleted
5. Press **START/COPY**
6. Press **STOP**

TO CANCEL A GROUP DIALER

1. Follow steps **C.1.** to **C.5.** (Refer to III : TO STORE FAX NUMBERS : GROUP SPEED DIAL)

3. Use > to select the group to be deleted - using one-touch key OR

   CODED DIAL & the relevant 2-digit code

3. Press **START/COPY** twice
4. Press < for each of the speed dialers that are to be deleted
5. To confirm, press **START/COPY**
6. Press **START/COPY** again if the name of the group dialer remains unchanged
7. Press **STOP**

V SENDING TO MORE THAN ONE LOCATION

(SEQUENTIAL BROADCASTING)

1. Place documents face down on the fax

2. Press all the relevant one-touch / coded-dial numbers one right after another

3. Should you have ***one*** more destination not programmed in the speed dial, you can now enter the number on the numeric pad. Otherwise, skip to step ***No. 4***

4. Press **START/COPY**

5. Take note of " TX / RX " number

N.B. Please check on the ***MULTI TRANSACTION REPORT*** which will be generated out after the broadcast is completed to ensure that the broadcast is successful.

VI WHEN THE FAX DISPLAYS "RECEIVED IN MEMORY"

Display screen flashes message "**RECEIVED IN MEMORY**" repeatedly.

1. Refill paper supply or replace ink cartridge

2. Press **START/COPY**

Machine will start to print the received documents from the memory.

VII MAKING COPIES

1. Place documents face down on the fax
2. Press **START/COPY**
3. Enter the number of copies required
4. Press **START/COPY** again to start copying

VIII TO PRINT REPORTS AND LISTINGS

A. SPEED DIAL LIST

1. Press **FUNCTION**
2. Press > to display "**TEL REGISTRATION**"
3. Press **START/COPY**
4. Press **REPORT**

B. TO PRINT A LIST OF PREVIOUS 20 TRANSACTIONS

1. Press **FUNCTION**
2. Press **REPORT**

C. TO PRINT DOCUMENT MEMORY LIST

To check the list of documents currently stored in the memory

1. Press **FUNCTION**
2. Press **MEMORY REFERENCE** to display "**DOC MEMORY LIST**"
3. Press **START/COPY**

IX TRANSMISSION REPORT

To set up Transmission (TX) Report For Every Document Sent Out

1. Press **FUNCTION**
2. Press > until display shows "**REPORT SETTINGS**"
3. Press **START/COPY** to display "**TX REPORT**"
4. Press **START/COPY** again
6. Press > to select "**OUTPUT YES**"
7. Press **START/COPY**

X ERASING A TRANSMIT DOCUMENT FROM THE MEMORY

1. Press **FUNCTION**
2. Press **MEMORY REFERENCE**
3. Press > to select "**DELETE DOCUMENT**"
4. Press **START/COPY**
5. Press > to display the desired TX/RX number
6. Press **START/COPY**
7. Press ***** to confirm deletion
8. Press **STOP**

XI TO SEND DOCUMENTS AT A LATER TIME (DELAYED TRANSMISSION)

1. Place documents face down on the fax
2. Press **FUNCTION**
3. Press **DELAYED TX**
4. Enter the time (24-hour system) for transmission
5. Press **START/COPY**
6. Press the appropriate 1-touch key

   OR/&

   Press the Coded-dial followed by the appropriate 2-digit code

   OR/&

   Enter the fax number from the numeric 10-key pad, then press **START/COPY**
7. Press **START/COPY**